

Minutes of the Meeting of Brickhill Parish Council held in St Marks Church and Community Centre on Thursday 9th January 2025 commencing at 7.30pm.

Present:

Cllrs Fitzpatrick, Green, Lamswood, Grant, Holloway, Blakeman, Ward, Testa and Harrison, the Clerk (Mrs S Bottoms) and Borough Cllrs Sawyer and Rider.

Absent: Cllrs Rani and Borough Cllrs Vann and Royden.

Summary of the meeting: -

Table 1 – The Minutes

Item	Description	Action
1.	Apologies for Absence: Cllr Rani and Borough Cllrs Vann and Royden.	
2.	Declarations of interest in items on the agenda: i) To receive written requests for a dispensation: None received. ii) To consider any requests for a dispensation: Cllr Ward declared an interest in item 5iv below.	
3.	To agree the minutes of the meeting held on Monday 7th November 2024: The Minutes were signed as a true record of the meeting.	
4.	Public Open Session: None.	

Item	Description	Action
5.	<p>To consider and agree action re: filling the vacancies on the Parish Council by co-option:</p> <p>Stefan Testa and Jack Harrison had applied to fill two of the vacancies and had sent in advance, resumes about themselves.</p> <p>Following discussion, it was resolved to co-opt Stefan Testa to North Ward and Jack Harrison to South Ward.</p> <p>Both signed the Declaration of Acceptance of Office and joined their fellow councillors at the table.</p> <p>The Clerk would notify the Elections Department at Bedford Borough Council and forward to the new parish councillors the Register of Interest documents to be completed and returned to Bedford Borough Council.</p> <p>Each were asked to submit a pen portrait and photo for the website.</p>	<p>Clerk</p> <p>Cllrs Testa and Harrison</p>
6.	<p>Financial Matters:</p> <p>i) To agree the bank reconciliations and any accounts for payment:</p> <p>It was resolved to accept these.</p> <p>ii) To consider and agree the budget for 2025-26:</p> <p>The proposed budget was discussed in detail by the full Parish Council and following that discussion it was resolved to accept it.</p> <p>The Clerk will place a copy on the website.</p> <p>iii) To agree the precept for 2025-26:</p> <p>Following discussion, it was resolved to request £126,030 which will leave the Band D council tax charge unchanged.</p>	<p>Clerk</p> <p>Clerk.</p>

Item	Description	Action
	<p>iv) To agree a donation to The Lions charity following their attendance at the Christmas lights switch on:</p> <p>It was resolved to make a donation of £200.</p> <p>The Clerk has contacted the Secretary of The Lions asking for details of the charity it was supporting and bank details. She would also ask for feedback as to what they have done with the monies received.</p> <p>v) To agree the internal auditor for the accounts for 2024-25:</p> <p>It was resolved to appoint Mr John Caves.</p> <p>vi) To agree to change the signing mandate for the Co-operative Bank:</p> <p>Following discussion, it was resolved that the new mandate would consist of Mrs Bottoms (Clerk), Mrs Tyrrell (Assistant Clerk) and Cllrs M Fitzpatrick, P Blakeman and A Grant.</p> <p>All would have access to on-line banking.</p>	<p>Clerk</p>
7.	<p>To receive reports from the Borough Councillors:</p> <p>A report had been received from the Borough Councillors for Brickhill and Borough Cllr Rider spoke to the report.</p> <p>The Clerk would arrange for the report to go on the website.</p> <p>Cllr Sawyer provided a verbal report.</p> <p>It was resolved that the Parish Council should write to the relevant officer and the portfolio holder to protest at the removal of the school crossing patrol in Hawk Drive and request it be reinstated.</p> <p>In the past, the Borough Council consulted with the Parish Council regarding what it saw as priorities with regards</p>	<p>Clerk</p> <p>Clerk</p>

Item	Description	Action
	<p>highways (roads and footpath) issues in the parish. The Parish Council also used to obtain a copy of the planned programme of works.</p> <p>It was resolved that the Parish Council should write to Bedford Borough Council to seek clarification on its policy for consulting with parish councils about its programme of works and what work is scheduled for Brickhill in the coming year.</p>	Clerk
8.	<p>To consider and agree the support cost from Urban Vision for the NDP:</p> <p>Following discussion, it was resolved to agree to the proposal for professional support from Urban Vision for the next financial year of £2,312 ex VAT.</p>	Cllr Fitzpatrick
9.	<p>To discuss and agree any action re: Bedford Town Deal / Brickhill Green Wheel:</p> <p>Cllr Fitzpatrick reported that the 'Brickhill Green Wheel' work, which included widening and resurfacing of paths and also the creation of a speed-table in Rhineland Way, was funded by the Town Fund, managed by the Bedford Town Deal Board, of which he, as Chair of Brickhill Parish Council, has been a member for the past few years.</p> <p>Originally the Brickhill Green Wheel was going to resurface part of the bridleway adjacent to Kimbolton Road and the connection to Douglas Road, as well as blocking off the informal crossing point across Kimbolton Road, adjacent to the connection to Douglas Road. This work was not done, with Dearne Walk being resurfaced instead.</p> <p>Cllr Fitzpatrick has been told that there is some money left unspent in the pedestrian and cycle infrastructure budget.</p>	

Item	Description	Action
	<p>There are three things that could be addressed following the work that has been done recently:</p> <ol style="list-style-type: none"> 1) Blocking the informal crossing point adjacent to the Douglas Road connection, and the resurfacing of the section of bridleway as originally planned. 2) Putting in road safety measures in Cherwell Road, where the Green Wheel crosses the road. 3) Putting in road safety measures in Hawk Drive, from the end of the Green Wheel work in Dearne Walk across to the entrance to Scott Primary school. This is frequently used by children and parents. <p>Cllr Fitzpatrick has been speaking with Eva Schweitzer, the Borough Council officer who is now leading on the Town Deal, asking for confirmation of the current financial situation and confirmation about whether it might be possible to take some action funded from the remaining funds.</p> <p>It was resolved that Cllr Fitzpatrick, on behalf of the Parish Council, should continue this discussion.</p>	<p>Cllr Fitzpatrick</p>
10.	<p>To discuss and agree any action re: Graze Hill Development S106 funds / Rural England Prosperity Fund:</p> <p>Cllr Fitzpatrick asked for this to be included on the agenda for two reasons:</p> <ol style="list-style-type: none"> i) the S106 Agreement for the Graze Hill development directly affects Brickhill parish ii) there might be some opportunities to use the Rural England Prosperity Fund to cover some of the costs of works/items in the area. 	

Item	Description	Action
	<p>The Graze Hill development had a Section 106 agreement, signed 5th November 2020. This was then amended on 18th April 2024. The amounts payable for each item are unchanged, but the 'triggers' for payment (the number of houses occupied) changed from the first version to the second version:</p> <p>Cllr Fitzpatrick is now of the view that that more than 40 dwellings are now occupied. This means that these funds should have been paid to the Borough Council already.</p> <p>Cllr Fitzpatrick also understands that the Borough Council still holds some unallocated cash, which could be used in conjunction with S106 monies or otherwise with a contribution from the Parish Council.</p> <p>Though the Borough closed applications in November and the fund must be spent by the end of March, he was told it may still be possible to get some simple projects funded through the REPF.</p> <p>Following discussion, it was resolved that the Parish Council should support the request for Brickhill Parish Council to be consulted on the S106-funded works in Brickhill.</p> <p>Following discussion, it was further resolved, to support any further discussions with the Borough Council about possible use of REPF funds, with any concrete proposals being circulated for approval to all parish councillors, and formally agreed by the Clerk. (It is assumed that if there are any developments in this area, they would need to be acted upon very quickly).</p>	<p>Clerk</p> <p>Cllr Fitzpatrick</p>
11.	<p>To request an extension to areas in Brickhill covered by the Borough Council's Public Spaces Protection Order for dog control:</p>	

Item	Description	Action
	<p>Cllr Fitzpatrick agreed to review the existing areas covered by the existing PSPO and examine what is covered and to identify any play areas not yet covered within Brickhill.</p> <p>All enclosed play areas should have a Dog Exclusion Order placed on them.</p> <p>He would consider if any of the open areas should have Dogs on Leads Orders imposed. He will circulate his findings and proposals to all fellow councillors.</p>	<p>Cllr Fitzpatrick</p>
12.	<p>To discuss and agree any action re: response from Bedford Borough Council regarding proposed dugouts on the football pitches off Ashmead Road:</p> <p>The football club had contacted the Borough Council asking for permission to install dugouts and had been informed that such installations are not something which the Borough Council would support at Woodlands.</p> <p>The officer replying confirmed that the Borough has had these elsewhere in the past but they have been subject to anti-social behaviour and then left unused. They also restrict maintenance operations on the pitches.</p> <p>In addition to this, the Borough Council also have to consider other users of the open space land, and the view is that these may not be visually desirable for this quite open setting. It was resolved that the Clerk would forward the email from the Borough Council to Borough Cllr Rider.</p>	<p>Clerk</p>
13.	<p>To note the instalment of the new waste bins on Waveney Green:</p> <p>These have finally been installed. We are awaiting the invoice for £2,603.88 ex. VAT.</p>	

Item	Description	Action
14.	<p>To receive an update on the switching on of the Christmas lights on Waveney Green and the Senior Citizen's Christmas Party:</p> <p>The Clerk reported that both events were well attended.</p> <p>It was noted that there had been some issues with the power to the Christmas Tree lights being tampered with. Some investigation will need to take place to see if it is possible to make the connection more secure.</p> <p>Approximately 50 attend the Christmas Party.</p> <p>Everyone volunteering and taking part in both events were thanked.</p>	Clerk
15.	<p>To note the response from Bedford Borough Council re: street name for development – garage blocks at Rooksmead:</p> <p>The Borough Council have accepted the suggestion by the Parish Council and it will be called Moorhen Way.</p>	
16.	<p>To receive any update on outstanding matters from previous meetings:</p> <ul style="list-style-type: none"> i) Brickhill and Flooding: No update at this meeting. ii) To discuss the status of the defibrillator: This was now installed at the Brickhill Community Centre and an electricity connection had been made. iii) RTI accuracy and QR codes: No update at this meeting. iv) BCC – EPC and DEC Certificates: 	Clerk Cllr Fitzpatrick

Item	Description	Action
	<p>No update at this meeting.</p> <p>v) Transfer of land rear of 97 Curlew Crescent:</p> <p>No update from the Borough Council as to whether to old fencing had been cleared. Cllr Fitzpatrick to check.</p> <p>vi) Altering timing of fountain on Rooksmead:</p> <p>Need to monitor charges.</p> <p>vii) Pinetrail:</p> <p>Still no response from BBC.</p>	<p>Clerk</p> <p>Cllr Fitzpatrick</p> <p>Clerk</p>
17.	<p>Correspondence:</p> <p>i) Cherry Tree Waveney Green:</p> <p>This had been planted.</p> <p>ii) Inquiry Regarding Comments on East West Rail Proposed Scoping Report – any comment from the PC:</p> <p>Cllr Fitzpatrick discussed the impact on footpaths beyond Brickhill through to Clapham. Cllr Grant was of the view that all those which the Parish Council had been concerned about appear to have been bridged.</p> <p>It may be worth asking that the footpath along Carriage Drive/Hawk Drive be upgraded into a bridleway. There are also bits of bridleway which do not link up. Cllr Fitzpatrick will consult with the Highways and the Public Rights of Way Department at the Borough Council</p> <p>iii) E-mail from EWR on same matter as above:</p> <p>Cllr Fitzpatrick will contact the resident.</p>	<p>Cllr Fitzpatrick</p> <p>Cllr Fitzpatrick</p>

Item	Description	Action
	<p>iv) BATPC: FW: Final Update of 2024 - Affiliation Fees, National Insurance Note, Planning Training and Star Council Congratulations:</p> <p>Noted.</p> <p>v) Town and Country Planning Act 1990. Land at Charter House, Kimbolton Road, Bedford, MK40 2PU. Tree Preservation Order Number 8 of 2024:</p> <p>Not in this parish.</p> <p>vi) Email re: 10 Linnet Way:</p> <p>It was understood that a planning application has been approved by Bedford Borough Council to do a major change to the property. It is expected that work will start soon to upgrade the building. It was noted that the resident who had sent the email to the Parish Council had not received any response from the Borough Council. There is concern that this could become a community safety issue.</p> <p>The Borough Councillors would arrange a response.</p>	Borough Councillors
18.	<p>Date of the Next Meeting:</p> <p>Thursday 6th February 2025 at 7.30pm in St Marks Church and Community Centre, Calder Rise.</p>	

Approved by

Chairman
6th February 2025

Table 2 Payments for Approval

Payee	Reference	Amount Paid	Transaction Details
Benjamin	BACS 136	£208.00	WG Salaries Nov
C Tyrrell	BACS 137	£1,092.20	Salaries Nov
HMRC	BACS 138	£1,317.21	PAYE
Bedfordshire Pension Fund	BACS 139	£1,690.43	Pensions Nov
S Bottoms	BACS 140	£2,891.30	Salaries Nov
Bedford Borough Council	BACS 141	£257.95	Dog and Litter Waste WG
Bedford Borough Council	BACS 130	£257.95	Litter Bin Emptying WG
N Grodde	BACS 142	£292.00	Fitting Defibrillator
White Hart Press	BACS 143	£925.00	Newsletter Nov 24
Associated Telecom Solutions	DD	£19.80	Telephone Nov 24
S Bottoms	BACS 144	£75.50	OAP Xmas Party
S Bottoms	BACS 145	£67.46	Switch on, Office Licence
St Marks Church Community Centre	BACS 146	£23.10	Hall Hire Nov 24
St Marks Church Community Centre	BACS 147	£18.48	Hall Hire Nov 24
St Marks Church Community Centre	BACS 148	£188.33	Office Hire Nov 24
St Marks Church Community Centre	BACS 149	£6.93	Hall Hire Nov 24
Chris Horne Gardens Ltd	BACS 150	£236.40	Mow allotment
NPower	BACS 151	£128.04	Electricity for Fountain
S Bottoms	BACS 152	£1,451.12	Salaries Dec
C Tyrrell	BACS 153	£872.59	Salaries Dec
HMRC	BACS 154	£559.06	PAYE Dec
Benjamin	BACS 155	£208.00	WG Salaries Dec
Bedfordshire Pension Fund	BACS 156	£944.29	Pensions Dec
M Fitzpatrick	BACS 157	£66.88	Senior Citizens Party

Payee	Reference	Amount Paid	Transaction Details
S Bottoms	BACS 158	£53.33	Senior Citizens Party
Moore	BACS 159	£130.00	Entertainer OAP Party
Mazars	BACS 160	£504.00	Audit
St Marks Church Community Cent	BACS 161	£188.33	Office Hire Dec 24
St Marks Church Community Cent	BACS 162	£6.93	Hall Hire 5 Dec 24
St Marks Church Community Cent	BACS 163	£18.48	Hall Hire 12th Dec 24
Associated Telecom Solutions	DD	£19.80	Telephone
Wave	DD	£497.33	Water Charges Allotment
The Christmas Decorators	BACS 164	£3,456.00	Dressing Christmas Tree
NPower	BACS 165	£124.93	Electricity For Fountain
Bedford Borough Council	BACS 166	£543.61	Grass Cutting WG
Bedford Borough Council	BACS 167	£399.81	MW - Maintenance
Otis Ltd	BACS 168	£773.42	Quarterly lift Service
	Total Payments	£20,513.99	